

DEPUTY DIRECTOR OF TRAINING (GENERAL)

GS-17

00 APR 14 1952

~~CONFIDENTIAL~~

I MISSION

The Deputy Director of Training (General) assists the Director of Training in performing his mission, including: (1) rendering staff assistance, and representing the DCI on matters of policy relating to the Agency's training program, including interdepartmental coordination thereof; (2) responsibility, within CIA, for the development of the internal and external training programs and, under appropriate security arrangements, in collaboration with other deputy directors, for the formulation and fulfillment of ~~the~~ training requirements of all offices; (3) formulating plans and participating in an Agency-wide career program designed to recruit and train high potential career personnel, and to increase the capacities of all careerists to serve the Agency; and (4) performing such other special tasks as the DCI may request.

II FUNCTIONS

The Deputy Director of Training (General) shall assist the Director of Training as follows:

- ✓ A. Serve as alternate to the Director of Training as permanent member of the CIA Career Service Board
- ✓ B. Serve as alternate to the Director of Training as advisory representative on the Professional Selection Panel
- C. Maintain close liaison with the highest training officials in the Foreign Service and the military services
- D. Formulate and control policy within CIA in collaboration with the deputy directors for the promulgation of training programs, doctrines, methods, standards, and procedures pertaining to all offices and staffs in the Agency
- E. Devise training plans and policies in collaboration with the training chiefs in other government agencies and with heads of academic institutions and learned societies in the United States and abroad designed to fulfill the requirements of the covert staffs and non-covert offices
- ✓ F. Formulate policies within CIA to insure the maximum development of all personnel to increase their capacities to serve the Agency, and in connection therewith the Deputy Director of Training (General) shall administer and supervise the following:

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- (1) an Orientation and Indoctrination Division for the briefing of newly recruited personnel in the mission, functions, and organization of the Agency with special reference to its place in the national intelligence structure;
- (2) a Language Services Division for training of Agency personnel in a number of exotic languages and for linguistic training external to the Agency;
- (3) an Intelligence Training Division for the basic training of all junior career officers; for all new personnel recruited to fill professional positions in the Agency; for intermediate and advanced training in the principle techniques and methods of national strategic intelligence; and for a reading improvement course;
- (4) a Management Training Division for the development of executive and administrative officer personnel to increase their capacity to perform under the Agency's accelerated operational program; and for the training of newly recruited and on-duty clerical employees;
- (5) a Junior Officer Training Division for participation in the selection and recruitment of personnel with career potential; for administering a long-range program of training, placement, and rotation; and for the administration of a military training program for Agency personnel either on active duty or in civilian status at Department of Defense schools and colleges;
- (6) a Programs Division for administering Agency programs on an individual or course basis in all substantive and technical fields either within the Agency or at appropriate external facilities in the United States or abroad;
- (7) a Plans and Policy Staff for ascertaining appropriate long-range training requirements of the Agency and for developing policies, plans, and standards to meet these requirements.

*falling within
the scope of
TR(G) activities,*

~~CONFIDENTIAL~~